

# Certified Disability Management Specialist (CDMS) Practice Exam (Sample)

## Study Guide



**Everything you need from our exam experts!**

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# Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

# How to Use This Guide

**This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:**

## 1. Start with a Diagnostic Review

**Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.**

## 2. Study in Short, Focused Sessions

**Break your study time into manageable blocks (e.g. 30 - 45 minutes). Review a handful of questions, reflect on the explanations.**

## 3. Learn from the Explanations

**After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.**

## 4. Track Your Progress

**Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.**

## 5. Simulate the Real Exam

**Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.**

## 6. Repeat and Review

**Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.**

**There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!**

## **Questions**

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- 1. True or False: Total Absence Management (TAM) encompasses all employee sick time and paid time off, excluding jury duty.**
  - A. True**
  - B. False**
  - C. Only applicable to specific departments**
  - D. For all industries except healthcare**
- 2. What was the original conception of Employee Assistance Programs (EAPs)?**
  - A. Career development programs**
  - B. Wellness programs**
  - C. Alcohol abuse programs**
  - D. Mental health therapy**
- 3. Which of the following is a potential benefit of employee engagement initiatives?**
  - A. Higher levels of absenteeism**
  - B. Improved employee morale**
  - C. Increased work hours**
  - D. Decreased health benefits costs**
- 4. How is organizational culture best described?**
  - A. As the structure of the organization**
  - B. As an organization's mission statement**
  - C. As an organization's personality**
  - D. As the policies governing the organization**
- 5. Which of the following are legitimate reasons for conducting a job tryout?**
  - A. To assess employee leadership skills**
  - B. To determine if the employee can perform a job after an injury**
  - C. To gauge employee interest in new tasks**
  - D. To evaluate the cultural fit of the employee**

**6. What is the purpose of a transitional work program?**

- A. To terminate disability benefits**
- B. To facilitate rapid employee turnover**
- C. To aid the gradual return of an injured worker to modified work**
- D. To provide immediate full-time employment to all injured workers**

**7. Failing to comply with state workers' compensation laws impacts a company's ability to:**

- A. Engage in negotiations**
- B. Defend against employee lawsuits**
- C. Hire new employees**
- D. File for bankruptcy**

**8. What is the term for simulated real work activities in a clinical setting?**

- A. Work hardening**
- B. Job coaching**
- C. Occupational therapy**
- D. Vocational training**

**9. What is a critical success factor for employer-sponsored programs aimed at lifestyle alteration?**

- A. Employee tenure**
- B. Cost reduction**
- C. Buy-in at all levels**
- D. External funding**

**10. What is the significance of understanding the implications of job modifications?**

- A. To reduce operational costs**
- B. To ensure regulatory compliance**
- C. To facilitate the accommodation of employees with disabilities**
- D. To improve employee performance metrics**

## **Answers**

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- 1. A**
- 2. C**
- 3. B**
- 4. C**
- 5. B**
- 6. C**
- 7. B**
- 8. A**
- 9. C**
- 10. C**

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## **Explanations**

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**1. True or False: Total Absence Management (TAM) encompasses all employee sick time and paid time off, excluding jury duty.**

- A. True**
- B. False**
- C. Only applicable to specific departments**
- D. For all industries except healthcare**

Total Absence Management (TAM) is a holistic approach that integrates various components of employee absences, including sick leave, paid time off, and other forms of leave to create a comprehensive strategy for managing employee absences effectively. By considering all types of absences, TAM aims to minimize disruptions to productivity and ensure that employees are supported while managing their health and personal needs. In this context, the statement that TAM encompasses all employee sick time and paid time off is accurate, as it is designed to provide an all-encompassing framework. While the exclusion of jury duty adds a level of specificity, it does not negate the overarching principle that TAM seeks to cover employee absences broadly. This makes the statement true. The other options present scenarios that either limit the application of TAM to specific departments or industries, which detracts from the fundamental goal of TAM as a universal application for managing all employee absences across various contexts. By aiming for a wide application, TAM seeks to address the complexities of managing employee time off in a systematic and inclusive manner.

**2. What was the original conception of Employee Assistance Programs (EAPs)?**

- A. Career development programs**
- B. Wellness programs**
- C. Alcohol abuse programs**
- D. Mental health therapy**

The original conception of Employee Assistance Programs (EAPs) primarily centered around addressing alcohol abuse issues in the workplace. In the early stages, these programs were designed to provide support for employees struggling with substance abuse, particularly alcoholism. This was an essential step in promoting a healthier work environment, as excessive alcohol consumption can significantly impact job performance, workplace safety, and employee well-being. The focus on alcohol abuse laid the foundation for the evolution of EAPs into more comprehensive support programs that include mental health services, wellness initiatives, and career development resources. While other aspects like mental health therapy and wellness programs are integral parts of modern EAPs, the program's initial goal was to assist employees in overcoming alcohol-related challenges. This historical context helps to understand how EAPs have expanded over time, moving towards a holistic approach that addresses a broader range of employee needs.

**3. Which of the following is a potential benefit of employee engagement initiatives?**

- A. Higher levels of absenteeism**
- B. Improved employee morale**
- C. Increased work hours**
- D. Decreased health benefits costs**

Improved employee morale is a significant potential benefit of employee engagement initiatives. When organizations actively work to engage their employees, they foster a sense of connection and commitment to the workplace. This can lead to greater job satisfaction and enthusiasm among employees, which translates into a more positive work environment. Higher morale typically encourages collaboration, creativity, and motivation, ultimately enhancing overall productivity and retention rates. The other options do not reflect the positive outcomes associated with effective employee engagement initiatives. For example, higher levels of absenteeism would generally indicate disengagement or dissatisfaction among employees, while increased work hours could lead to burnout rather than engagement. Decreased health benefits costs may result from various factors but is not a direct outcome of engagement initiatives; instead, better morale can lead to fewer health issues related to stress and anxiety.

**4. How is organizational culture best described?**

- A. As the structure of the organization**
- B. As an organization's mission statement**
- C. As an organization's personality**
- D. As the policies governing the organization**

Organizational culture can be best described as an organization's personality because it encompasses the shared values, beliefs, behaviors, and norms that define how members of the organization interact with each other and with stakeholders outside the organization. This culture shapes the work environment and influences how employees feel about their jobs, the organization, and each other. Just as a person's personality encompasses their unique traits and styles of interaction, organizational culture reflects the distinct characteristics of an organization. It is this set of shared experiences and assumptions that creates an environment in which people work and collaborate, guiding their actions and decisions. The other options do not capture the essence of organizational culture as effectively. For example, while the structure of an organization defines its framework and hierarchy, it doesn't account for the underlying values and interactions that comprise its culture. Similarly, an organization's mission statement articulates its goals and purpose but does not represent the day-to-day behaviors and shared experiences that constitute the culture. Lastly, policies may govern specific operational practices, but they do not necessarily reflect the deeper, collective ethos of the organization.

**5. Which of the following are legitimate reasons for conducting a job tryout?**

- A. To assess employee leadership skills**
- B. To determine if the employee can perform a job after an injury**
- C. To gauge employee interest in new tasks**
- D. To evaluate the cultural fit of the employee**

Conducting a job tryout serves multiple beneficial purposes, particularly in the context of assessing an employee's capability to perform their duties following an injury. When an individual has experienced a workplace injury, it's critical to ensure they can safely and effectively fulfill their job responsibilities. A job tryout allows for direct observation of the employee performing the essential functions of their role, thus providing insight into their current proficiency and revealing any accommodations that may be necessary for their success in the workplace. This hands-on approach not only verifies the employee's ability to perform the job but also contributes to designing an appropriate return-to-work plan tailored to their specific needs and limitations post-injury. It emphasizes a practical evaluation grounded in real-world working conditions, making it an essential component of the rehabilitation and reintegration process. In contrast, assessing leadership skills, gauging interest in new tasks, or evaluating cultural fit doesn't directly address the critical needs of individuals recovering from an injury in the same way. These latter functions might be relevant in different contexts but do not serve the immediate goal of ensuring the injured employee's capability and readiness for their role.

**6. What is the purpose of a transitional work program?**

- A. To terminate disability benefits**
- B. To facilitate rapid employee turnover**
- C. To aid the gradual return of an injured worker to modified work**
- D. To provide immediate full-time employment to all injured workers**

The purpose of a transitional work program is to aid the gradual return of an injured worker to modified work. Such programs are specifically designed to support employees who are recovering from injuries or illnesses by allowing them to engage in tasks that accommodate their current physical capabilities. The goal is to facilitate a smooth reintegration into the workplace, enabling the employee to regain their full productivity over time. By offering adjusted responsibilities and hours, these programs help reduce the risk of re-injury while fostering a supportive environment that recognizes the employee's recovery needs. The other options do not align with the objectives of transitional work programs. Terminating disability benefits, promoting rapid employee turnover, or providing immediate full-time employment do not consider the necessary adaptations required for an employee who is recovering and may not be ready for the demands of full-time duties. Transitional work programs instead focus on gradual progression, ensuring a safer and more sustainable return to work.

**7. Failing to comply with state workers' compensation laws impacts a company's ability to:**

- A. Engage in negotiations**
- B. Defend against employee lawsuits**
- C. Hire new employees**
- D. File for bankruptcy**

When a company fails to comply with state workers' compensation laws, it significantly undermines its ability to defend against employee lawsuits. Workers' compensation is a form of insurance that provides benefits to employees who suffer job-related injuries or illnesses. In exchange for these benefits, employees typically relinquish their right to sue their employers for negligence related to those work injuries. If a company is found to be non-compliant with workers' compensation regulations, it may lose the protections that these laws afford, exposing it to lawsuits from injured employees. This lack of compliance can be interpreted as negligence or a failure to meet legal obligations, making it more difficult for the company to successfully defend itself in court. The legal liabilities increase substantially, as the company may be held liable for damages that would otherwise be covered under workers' compensation. Therefore, the failure to comply with these laws directly impacts the company's legal defenses, placing it at greater risk in potential lawsuits from employees.

**8. What is the term for simulated real work activities in a clinical setting?**

- A. Work hardening**
- B. Job coaching**
- C. Occupational therapy**
- D. Vocational training**

The term for simulated real work activities in a clinical setting is work hardening. This approach is often used to help individuals recover from injuries or disabilities by gradually exposing them to the tasks and demands of their specific job environments. Work hardening programs typically incorporate a variety of exercises and activities that simulate the physical and psychological requirements of real job duties. This method aims to not only restore physical function but to also improve the individual's confidence and readiness to return to work. It is specifically tailored to the individual's job and may include practice tasks that reflect actual work responsibilities, thereby helping to prepare them for a successful reintegration into the workplace. Other terms mentioned, such as job coaching, occupational therapy, and vocational training, focus on different aspects of employment and rehabilitation. Job coaching provides support in specific job tasks or acclimation to the workplace environment. Occupational therapy emphasizes the broader therapeutic process of improving daily living and working skills, while vocational training involves teaching specific skills for a job or career rather than simulating work activities in a clinical environment.

**9. What is a critical success factor for employer-sponsored programs aimed at lifestyle alteration?**

- A. Employee tenure**
- B. Cost reduction**
- C. Buy-in at all levels**
- D. External funding**

A critical success factor for employer-sponsored programs aimed at lifestyle alteration is the involvement and commitment, often referred to as "buy-in," at all levels of the organization. This includes not only leadership but also employees themselves. When there is strong support from management, it demonstrates the organization's commitment to the program, which can motivate employees to participate actively. Furthermore, when employees feel that their input is valued and that the programs are designed with their needs in mind, they are more likely to engage with the initiatives. An effective program relies heavily on this buy-in, as it fosters a supportive culture and environment that can lead to sustainable behavior change. High levels of engagement contribute to positive outcomes, such as improved health metrics, higher morale, and a lower turnover rate. In contrast, programs without this level of commitment may struggle to gain traction or achieve significant results, indicating the paramount importance of buy-in throughout the organization.

**10. What is the significance of understanding the implications of job modifications?**

- A. To reduce operational costs**
- B. To ensure regulatory compliance**
- C. To facilitate the accommodation of employees with disabilities**
- D. To improve employee performance metrics**

Understanding the implications of job modifications is crucial for facilitating the accommodation of employees with disabilities. Job modifications, or reasonable accommodations, are adjustments made to the work environment or job responsibilities that allow individuals with disabilities to perform their roles effectively. Recognizing these implications helps employers create inclusive workplaces where all employees can contribute to their full potential. When employers are aware of how modifications can support employees with disabilities, they can implement strategies that not only comply with regulations but also foster a positive work culture. This understanding may involve assessing the specific needs of employees, exploring various adaptation methods, and communicating with the staff about the support available to them. Ultimately, accommodating employees with disabilities can lead to increased job satisfaction, enhanced employee retention, and the overall productivity of a diverse workforce.

# Next Steps

**Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.**

**As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.**

**If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at [hello@examzify.com](mailto:hello@examzify.com).**

**Or visit your dedicated course page for more study tools and resources:**

**<https://cdms.examzify.com>**

**We wish you the very best on your exam journey. You've got this!**

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